Atty. Dkt. No. 025782-0111 (3648.Palm) (fka 035451-0135)

Amendments to the Claims:

This listing of claims will replace all prior versions, and listings, of claims in the application:

Listing of Claims:

1.   (Currently Amended) A method of sending common information to multiple destination sources using a handheld computer, the method comprising:

selecting information in a source file;

storing the selected information in memory;

selecting a first remote destination;

adding a first destination-specific information to the selected information;

sending the selected and the first destination-specific information to the remote destination in a single message;

selecting a second remote destination;

adding a second destination specific-information to the selected information; and

sending the selected and the second destination-specific information to the second remote destination in a single message.

2.   (Original) The method of claim 1, further comprising creating a customizable file and automatically moving the selected information from the memory to the customizable file.

3.   (Original) The method of claim 1, wherein the source file is an electronic mail message created by the user.

4.   (Original) The method of claim 1, wherein the source file is a template and the selecting information step is performed automatically.

5.   (Original) The method of claim 1, wherein the selected information is electronic text.

6.   (Original) The method of claim 1, wherein the selected information is an electronic file attachment.

7.   (Original) The method of claim 6, wherein the electronic file attachment is at least one of an audio file, a video file, a spreadsheet file, a database file, a presentation file, and a text document file.

8.   (Original) The method of claim 1, wherein selecting a remote destination includes entering a destination address.

9.   (Original) The method of claim 8, wherein selecting a destination further comprises selecting the destination in response to a user prompt, wherein the user prompt automatically appears after the source file is created.

10.   (Original) The method of claim 1, wherein selecting a destination comprises creating a group of destination addresses having a group name and selecting the group name.

11.   (Original) The method of claim 10, wherein selecting a destination further comprises selecting the destination in response to a user prompt, wherein the user prompt automatically appears after the source file is created.

12.   (Previously Presented) A method of customizing information contained in an electronic file using a handheld computer based on the intended recipient of the information, the method comprising:

   selecting information in a first electronic document;

   automatically generating a second electronic document, the second electronic document including the information selected from the first electronic document;

   choosing an output destination for the second electronic document;

   adding customized information to the second electronic document;

   delivering the second electronic document to the output destination in a single message from the handheld computer;

automatically generating a third electronic document, the third electronic
document including the information selected from the first electronic document;

choosing an output destination for the third electronic document;

adding customized information to the third electronic document; and

delivering the third electronic document to the output destination in a single
message from the handheld computer.

13.   (Original) The method of claim 12, wherein at least a portion of the customized
information is automatically added to the second electronic document based on the recipient.

14.   (Original) The method of claim 12, wherein the first electronic document is an
electronic mail message.

15.   (Original) The method of claim 12, wherein the first electronic document is a
template document and the selection of information is performed automatically.

16.   (Original) The method of claim 12, wherein the first electronic document is a text
document.

17.   (Original) The method of claim 12, wherein the selected information is electronic
text.

18.   (Original) The method of claim 12, wherein the selected information is an
electronic file attachment.

19.   (Original) The method of claim 18, wherein the electronic file attachment is at
least one of an audio file, a video file, a spreadsheet file, a database file, a presentation file, and a
text document file.

20.   (Original) The method of claim 12, wherein choosing an output destination
includes entering a destination address.

Atty. Dkt. No. 025782-0111 (3648.Palm) (fka 035451-0135)

21.   (Original) The method of claim 20, wherein selecting an output destination
further comprises selecting the output destination in response to a user prompt, wherein the user
prompt automatically appears after the first electronic document is created.

22.   (Original) The method of claim 12, wherein choosing an output destination
comprises creating a group of destination addresses having a group name and selecting the group
name.

23.   (Original) The method of claim 22, wherein selecting an output destination
further comprises selecting the output destination in response to a user prompt, wherein the user
prompt automatically appears after the first electronic document is created.

24.   (Previously Presented) A method of conveying electronic information to
members of a defined group using a handheld computer, the method comprising:
          creating a distribution group including a plurality of recipients;
          generating a first electronic file, the file including common information to be sent
to at least one of the plurality of recipients;
          choosing a first recipient from the plurality of recipients in response to a user
prompt;
          entering a first customized set of information in the electronic file tailored to the
first recipient;
          sending the common information and the first customized set of information to
the first recipient within a single message;
          choosing a second recipient from the plurality of recipients in response to a user
prompt;
          entering a second customized set of information in a second electronic file
tailored to the second recipient; and
          sending the common information and the second customized set of information to
the second recipient within a single message.

25.   (Cancelled)

26.   (Original) The method of claim 24, wherein the common information is stored in the dynamic memory of a handheld computer.

27.   (Original) The method of claim 24, wherein the first and second electronic files are electronic mail messages.

28.   (Original) The method of claim 24, wherein the first and second electronic files are text document files.

29.   (Original) The method of claim 24, wherein the common information includes electronic text.

30.   (Original) The method of claim 24, wherein the common information includes at least one electronic file attachment, and the electronic file attachment is at least one of an audio file, a video file, a spreadsheet file, a database file, a presentation file, and a text document file.

31.   (Original) The method of claim 24, wherein the first customized set of information includes electronic text.

32.   (Previously Presented) A handheld computer, comprising:
a processor;
a display coupled to the processor;
a memory coupled to the processor; and
a program running on the processor, the program configured to enable a user to create an electronic template document having a first set of information, the program configured to automatically transfer the first set of information into at least one destination-specific document, the program enabling the entry of destination-specific information into the at least one destination-specific document and the program configured to send the destination-specific document in a single message to a receiving computer.

33.   (Original) The handheld computer of claim 32, wherein the electronic template document is an electronic mail message.

34.   (Original) The handheld computer of claim 32, wherein the first set of information includes electronic text.

35.   (Original) The handheld computer of claim 32, wherein the first set of information includes an electronic file.

36.   (Original) The handheld computer of claim 35, wherein the electronic file is at least one of an audio file, a video file, a spreadsheet file, a database file, a presentation file, and a text document file.

37.   (Original) The handheld computer of claim 32, wherein the program is further configured to enable a user to send the destination-specific document to a remote location.

38.   (Previously Presented) The handheld computer of claim 37, wherein the remote location is another handheld computer.